



STANDARDS OF APPRENTICESHIP
adopted by

PASCO MILLWRIGHTS APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT and/or SOC</u>	<u>Term</u>
MILLWRIGHT		638.281-018	5200 - 8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

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Standards Amended (administrative)

By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these standards shall be the following Washington State and Idaho State counties, per the territorial jurisdiction of Millwrights Local Union #1699.

In the state of Washington: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima Counties.

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In the State of Idaho: Benewah, Bonner, Boundry, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone Counties.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Idaho counties of Benewah, Bonner, Boundry, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone

See attached map.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **At least 18 years of age.**

Education: **High school graduate, GED, or a certificate of equivalency.**

Physical: **Be physically able to perform the work of the trade.**

Testing: **Applicants shall take and receive a minimum score of 70% on the Qualifying Test for apprentice applicants supplied by the United Brotherhood of Carpenters and Joiners of America.**

Other: **Possess a valid driver's license.**

Must complete standard application form at the apprenticeship office located at 2410 East St. Helens, Pasco, Washington 99301; or at Millwright Local 1699, 2819 W. Sylvester, Pasco, Washington, 99301.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the

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apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. Information regarding apprenticeship openings and requirements shall be furnished to the local state employment service and to all local employment service organizations as mandated by federal and state regulations. Such information will also be posted at 2819 West Sylvester, Pasco WA 99302. Applications of responding candidates will be recorded.**
- 2. The application is to be completed and returned to the Pasco Apprenticeship Office within 30 days, together with proof of age. No action will be taken on applications that are not completed within 30 days.**
- 3. Applicants meeting all requirements will be referred to the Apprenticeship Committee for interview, evaluation and final selection. The interview shall cover such factors as attitude toward work and apprenticeship, and sense of responsibility.**
- 4. (Selected Entry) This JATC recruits and registers apprentices based on industry needs. Applicants who successfully complete the United Brotherhood of Carpenters "Millwright" entrance exam (70% required) will be scheduled for an interview and evaluation by the JATC at a "Safety and Orientation (S&O) class." The S&O class will be conducted on days established by the committee. When an applicant has completed the S&O class, he/she will be placed in a "pool of eligible applicants," based on his/her combined total scores from the entrance exam, interview, and S&O class.**
- 5. Selected Entry applicants shall remain active on the applicant eligibility list, subject to selection, for a period of two years from the date of evaluation, unless removed at an earlier date by their request or by failing to respond to the committee when notified. Once in the "pool of eligibles," applicants must acquire the minimum tools prior to registration (tool list made available upon request). The minimum required tool list will be provided during S&O class. The applicants will be registered based on the highest scores first, in descending order or ranking, as jobs become available. The ranked scores may be pierced to meet affirmative action goals. Applicants in the "pool of eligibles" must check in with the JATC office (see above address) at monthly intervals to maintain his/her eligibility. The applicant must also keep the committee informed of his/her current address and phone number or will be dropped from the list. Applicants who have been dropped may petition the JATC for reinstatement to the list provided it has not been more than one year since being evaluated.**

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6. **Applicants who fail to complete all areas of information or who falsify any information on the application form will not be considered for entrance into the apprenticeship program.**
7. **EXCEPTION:**
 - a. **(Direct Entry) An employee of a non-signatory employer not qualifying as a journey level person when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. For such applicants to be considered, they must meet the minimum qualifications.**
 - b. **(Direct Entry) An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey-level worker, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. When registered, individuals entering through this method must be employed by a participating employer. For such applicants to be considered, they must meet the minimum qualifications.**
 - c. **(Direct Entry) Registered Native Americans who have secured work under a TERO project may receive direct entry into apprenticeship provided that:**
 - 1) **The employer is an approved training agent of these standards.**
 - 2) **The applicant meets the minimum requirements.**
 - d. **(Direct Entry) The JATC may waive any of the above entrance procedures by piercing the list of applicants for affirmative action requirements.**

B. Equal Employment Opportunity Plan:

1. **Participate in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
2. **Cooperate with school boards, community colleges and vocational schools to develop programs, which prepare students for entrance into apprenticeship.**
3. **Ensure that recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.**

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Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall be four (4) calendar years (5200 to 8000 hours) consisting of four (4) one (1) year periods of reasonably continuous employment, including the probationary period.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a tryout or probationary period not to exceed the first 800 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job

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who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

- A. Each employer may employ one (1) apprentice for each of the first five (5) millwrights employed, but must employ one (1) apprentice when there are five (5) or more journey-level workers employed per job site.**
- B. In addition to "A", each employer shall employ one (1) additional apprentice for each five (5) journey-level workers.**
- C. The above mandatory requirements for employment of apprentices are subject to the availability of these employees.**

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate	Year
1	1300 – 2000 hours	70%	1
2	1300 – 2000 hours	75%	2
3	1300 – 2000 hours	80%	3
4	1300 – 2000 hours	85%	4

Plus all fringe benefits per bargaining agreement.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Millwright:</u>	<u>APPROXIMATE HOURS</u>
1. Work experience in the safe use of tools	975 – 1500
2. Work experience in machine installation and alignment.....	1300 – 2000
3. Work experience in the use of equipment.....	975 – 1500
4. Work experience in the use of optical instruments and laser	975 – 1500
5. Work experience in blueprint reading.....	455 – 700
6. Work experience in welding (arc, MIG, oxy-acetylene, TIG, plastic)	520 - 800
Total Hours:	5200 - 8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☐ Supervised field trips
- ☒ Approved training seminars
- ☐ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college: **Columbia Basin Community College**
- ☐ Private Technical/Vocational college
- ☒ Training trust
- ☐ Other (specify)

160 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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The Apprenticeship Committee recommends that courses for millwright apprentices shall be limited to those who are actually registered as apprentices in the millwright trade in accordance with these Standards.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Administrative Procedures:

- a. The Apprenticeship Committee will make final determination of whether an apprentice is receiving the proper related training in the course of his/her apprenticeship. The JATC may request that an employer move the apprentice to more appropriate work experience if necessary.**
- b. The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every pay period.**
- c. The hours of work for apprentices shall be the same as these of the journey-level workers.**
- d. No apprentice shall act as or be a contractor or employer.**
- e. No apprentice shall act as a foreman.**

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- f. The apprentice regardless of wages received, shall be as such until he/she has passed the required examination (performance based, written, etc.) and has been reclassified as a journey-level worker.**
- g. Extended period of unemployment will be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained. If the suspension period extends beyond six months, the Apprenticeship Committee may drop the apprentice from the program.**
- h. A master record of the apprentice's work experience and related instruction shall be kept by the Apprenticeship Committee. This information is to be furnished by the employer, the apprentice, and school authorities. The record cards and all dates pertaining to the apprenticeship shall be the property of the Apprenticeship Committee.**
- i. Apprentices may bank hours to make up missed class time in advance.**
- j. All Apprentices must be released from "on-the-job" commitments to attend scheduled related instruction.**
- k. An apprentice who shows an advanced proficiency on the job due to training received prior to entrance into the apprenticeship program may be eligible for re-evaluation after serving his/her probationary period. The request for re-evaluation must be presented to the Apprenticeship Committee before the 12th month of his/her apprenticeship is completed. It shall be the responsibility of the apprentice to prove past experience or training and the apprentice must be recommended for re-evaluation by his/her employer or immediate supervisor.**
- l. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the Apprenticeship Committee after they have been signed by the employer or an appropriate representative of the employer. The above records shall contain the apprentice's name, classification, employer, month and year of report, as well as hours of work performed.**
- m. There will be no discrimination in apprenticeship employment during apprenticeship including, but not limited to, job assignment, promotion, lay-off, termination, rates of pay, or other forms of compensation, or conditions of work. All apprentices employed shall be subject to the same job performance requirements.**
- n. Classroom instructors shall keep an attendance record of apprentices' actual class hours. All records shall note tardiness and early departures.**

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- o. It is the apprentice's responsibility to keep his/her current address on file with the Committee and training center.**
- p. A quorum must be present to carry on the regular business of the Apprenticeship Committee. A quorum shall consist of one member from the employers and one member from the employees.**
- q. The apprentice shall satisfactorily complete a final examination in both the practical and related subjects before completion of apprenticeship.**
- r. An examination must be given to the apprentice at the conclusion of each period, which must be successfully passed before advancing to the next period or a written report of successful progress from the union, the employer, and the related training instructor may be accepted by the Apprenticeship Committee.**
- s. In the case of dissatisfaction between the apprentices and employer, either one has the right and privilege to appeal to the Apprenticeship Committee for such action and adjustment of such matters as come with these Standards.**
- t. A majority vote of the Apprenticeship Committee shall be final in all matters pertaining to training not in conflict with the local bargaining agreement, union by-laws, state and federal law or regulations.**
- u. An apprentice must have their own adequate transportation to the job.**
- v. All apprentices must possess the required minimal tools at the time of registration and procure additional prescribed tools as advancements occur.**
- w. All committee members shall be active in participating in the industry as an employer, supervisor, employee, or employee representative.**
- x. Each apprentice shall be required to exercise the same diligence in related classroom work as he/she does in on-the-job training. The determination by the Apprenticeship Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related trade instruction.**

2. Disciplinary Procedures:

- a. Failure to show regular attendance at related classes will be deemed sufficient cause for the Apprenticeship Committee to drop the apprentice from the entire training program. Appearing late or leaving early, as reported by the training facility, is an absence.**

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- b. An apprentice may be brought before the Committee for unsatisfactory work, improper conduct, indifference to rules and regulations, or insubordination, either on the job or in the related training classes. The apprentice may be suspended or terminated from the program for these violations.**
- c. Apprentices who have missed related instruction, as outlined in these Standards, will not be eligible for placement until such time as the requirement is satisfied.**
- d. In the event that the apprentice fails to attend the scheduled classes, the employer may be required to terminate the apprentice's employment until such time as the requirement is satisfied.**
- e. Apprentices who refuse work assignments are subject to disciplinary action, which may include cancellation of his/her apprenticeship agreement.**

B. Local Apprenticeship Committee Policies

TOOL LIST

FIRST YEAR:

- 1. Hand toolbox with lock**
- 2. 10', 12', or 16' tape**
- 3. 25' - 50' tape or 100' tape**
- 4. Putty knife or Gasket Scraper**
- 5. 12 oz. or equivalent Ball Peen hammer**
- 6. 24 oz. or equivalent ball peen hammer**
- 7. Tin Snips**
- 8. Inspection Mirror**
- 9. Hack saw**
- 10. Plumb bob and line**
- 11. Set of Box and Open wrenches to 1-1/4"**
- 12. Set of 1/2" drive socket set to 1-1/4"*****
- 13. Adjustable wrenches 6" or 8" and 10" or 12"**
- 14. Pry bar**
- 15. Needle nose pliers**
- 16. Scribe**
- 17. Channel Lock Pliers or equivalent**
- 18. Vise Grip Pliers 8" or larger**
- 19. Set of Allen Wrenches**
- 20. Torpedo level**
- 21. Set of Screwdrivers-Standard and Phillips (various sizes)**

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22. 0" to 1" Outside Micrometer
23. Set short feeler gauges
24. 6" scale
25. Set 12" feeler gauges

****Socket sets include long and short extensions, shallow sockets, ratchets, and breaker bar**

SECOND YEAR:

1. Snap ring pliers inside and outside
2. Pair of 4" or 6" C clamps
3. Set Cold Chisels
4. Set Center Punches
5. Side Cutters
6. Set Allen Wrenches to 5/8"
7. Brass or Rawhide Hammer
8. Brass Drift Pins
9. Small Wedges
10. 6" or 8" Precision Level
11. Thread Gauge
12. Inside and Outside Caliper
13. Set Dividers
14. Pair Parallel Blocks
15. Chalk Line and Box
16. 6" or 8" Dial or Venier Calipers

THIRD YEAR

1. 12" Precision level
2. Dial indicator with attachments
3. 12" Blade with protractor head, center head, and square head
4. Mercury Plum bob

FOURTH YEAR

1. Magnetic indicator base

OPTIONAL

1. Telescoping Gauges up to 6"
2. 24" Square blade or scale
3. Set O Adjustable Parallel Blocks
4. T Handle for tap wrench
5. 12" Chain wrench
6. Stone

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7. Flash light
8. Drill angle gauge
9. Hole Gauge
10. Machinery Handbook
11. Calculator
12. Screw Jacks
13. Burning Square

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

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If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

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2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

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L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

PASCO MILLWRIGHTS APPRENTICESHIP COMMITTEE

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

The Pasco Millwright Apprenticeship Committee shall be composed of four (4) members, two (2) members representing the employers and two (2) members representing the employees and shall be selected by the groups they represent.

Quorum: A quorum shall consist of one member from the employers and one member from the employees.

Program type administered by the committee: **GROUP JOINT**

PASCO MILLWRIGHTS APPRENTICESHIP COMMITTEE

The employer representatives shall be:

**Glynn Gateley, Chairman
Apollo Sheet Metal
3703 W. Kennewick Ave, B-115
Kennewick, WA 99336**

**Terry George
3000 George Washington Way
MS 7 - ANW
Richland, WA 99352**

**Barry Tausch
Thompson Mechanical
654 Truman Avenue
Richland, WA 99352**

**Don Jarrett, Alternate
Thompson Mechanical
654 Truman Avenue
Richland, WA 99352**

The employee representatives shall be:

**Justin McClendon, Secretary
Millwrights Local 1699
2819 W. Sylvester
Pasco, WA 99301**

**Charles Smoot
PO Box 2423
Pasco, WA 99302**

**Mike Hubbard
PO Box 2423
Pasco, WA 99302**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**John A. Roberts, Coordinator
PO Box 2423
Pasco, WA 99302**

Area of Coverage map.

